

APOLLO PROGRAM DIRECTIVE NO. 45

TO : DISTRIBUTION

FROM:

G. S. Hage for
APOLLO PROGRAM DIRECTOR

SUBJECT: Apollo Teleconference System, Responsibilities for

OFFICE OF PRIME RESPONSIBILITY: Program Control (MAP)

I. PURPOSE

This directive defines responsibilities and establishes standards for an Apollo teleconferencing system.

II. GENERAL

The primary goal of teleconferencing is to provide Apollo Program Management a rapid exchange of information required for management action. Teleconferencing is a meeting between two or more parties utilizing an independent Long Distance Xerography (LDX) System and a dedicated, high fidelity voice communication system. The integration of the two systems allows the participants to view and discuss simultaneously. The standards in Attachment A of this directive are intended to enhance the utilization of the Teleconference System and should be adhered to in all formal teleconference operations.

III. RESPONSIBILITIES

- A. The Apollo Program Office and MSF Field Center Apollo Program Offices shall formally implement and adhere to the requirements set forth in this directive for all formal teleconference operations.
- B. Each MSF Center Apollo Program Manager will appoint a teleconference coordinator. Apollo Program Control will serve as the APO teleconference coordinator.
- C. The coordinator's primary responsibility is to make arrangements for a given conference to support the management presentation and discussion. The teleconference coordinator will:
 1. Notify and coordinate with conference speakers to obtain presentation material and to ensure timely transmission and identification.

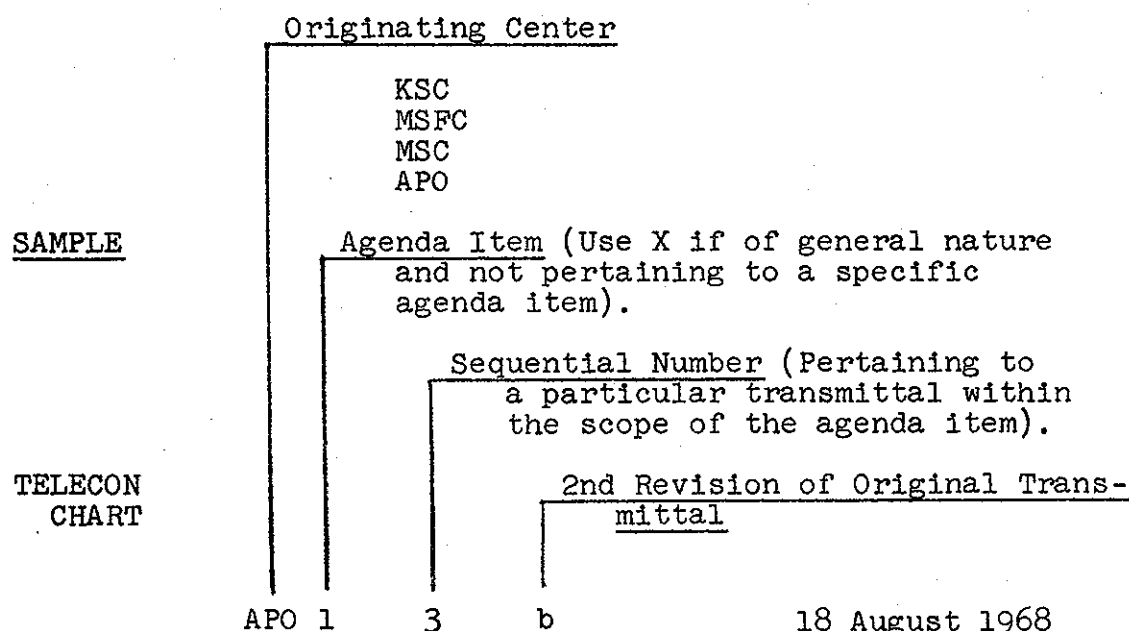
2. Coordinate with communications personnel to ensure that LDX capabilities will be available to meet the teleconference requirements.
3. Arrange for viewgraph projectionists and other audio-visual and logistic support.
4. Ensure that all teleconference material is in proper format, labeled and identified according to the teleconference chart/viewgraph identification system (Attachments A and B).
5. Coordinate with counterpart coordinators at other locations to ensure each Center will be prepared for the scheduled teleconference.
6. Coordinate and monitor the LDX transmission sequencing and data exchange.

ATTACHMENT A

LDX STANDARDS

B. Teleconference Chart/Viewgraph Identification System

All material transmitted via LDX for teleconference purposes should be identified as follows in the upper left corner:



APO (Washington, D.C.), Agenda Item 1, Third Transmittal, Second Revision, prepared on 18 August 1968.

Vertical transmissions such as letters, graphs, drawings, etc., should be properly coded in the upper left-hand corner as if they were a normal teleconference chart.

ATTACHMENT A

LDX STANDARDS

The following standards should be used in NASA teleconferences:

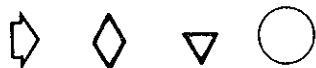
A. Charts and Viewgraphs

1. Limit all material to viewgraph size
(7½" x 9½" - Horizontal Format Recommended).
2. Prepare inputs on bond paper to provide the best contrast for LDX transmittal.
3. Acceptable inputs for LDX teleconference transmission are:
 - a. Typed originals in total capitals
 - b. First generation xerox copies
 - c. Offset press copies
 - d. Line drawings
 - e. Tracings
4. Use patterns in lieu of colors and outline symbols in lieu of solid symbols (Attachment B).

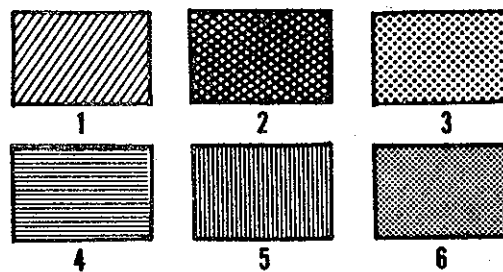
ATTACHMENT B
PREFERRED SYMBOLOGY

USE ALL CAPITALS IN SANS-SERIF STYLE TYPE

OUTLINE SYMBOLS



PATTERNS



TAPE

